

# **Matrix Team ID Request Form**

Setting up a Matrix Team ID allows members of the team to include a Team Name and Team ID on the selling and/or buying side on listings in Matrix, providing both the team and the individual agents with credit in the MLS and in Reports. This form is not to set up Team Identity Sharing. Please contact the MLS for assistance on setting up Team/Identity Sharing in Matrix Settings.

**This form should not be used for admin or transaction coordinators who assist a team.**

To request a Team ID or update a current team, please complete the this form and email it to your MLS.

Team Leader Name: \_\_\_\_\_ Team Leader Agent ID: \_\_\_\_\_

Team Name: \_\_\_\_\_ Office ID: \_\_\_\_\_

## **Team Information (please complete if different from Team Leader's contact information)**

Direct Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## **Team Members (if adding/removing from an existing team, only list new or leaving members)**

**Note – Team Members may be in different branches in the same firm but not in different firms.**

Add ☐ Remove ☐ Name: \_\_\_\_\_

Agent ID: \_\_\_\_\_ Office ID (if different than team leader): \_\_\_\_\_

Add ☐ Remove ☐ Name: \_\_\_\_\_

Agent ID: \_\_\_\_\_ Office ID (if different than team leader): \_\_\_\_\_

Add ☐ Remove ☐ Name: \_\_\_\_\_

Agent ID: \_\_\_\_\_ Office ID (if different than team leader): \_\_\_\_\_

Add ☐ Remove ☐ Name: \_\_\_\_\_

Agent ID: \_\_\_\_\_ Office ID (if different than team leader): \_\_\_\_\_

Add ☐ Remove ☐ Name: \_\_\_\_\_

Agent ID: \_\_\_\_\_ Office ID (if different than team leader): \_\_\_\_\_

Add ☐ Remove ☐ Name: \_\_\_\_\_

Agent ID: \_\_\_\_\_ Office ID (if different than team leader): \_\_\_\_\_

Add ☐ Remove ☐ Name: \_\_\_\_\_

Agent ID: \_\_\_\_\_ Office ID (if different than team leader): \_\_\_\_\_

\_\_\_\_\_  
Designated Realtor® / Office Manager Name

\_\_\_\_\_  
Designated Realtor® / Office Manager Signature

\_\_\_\_\_  
Date